



# WYOMING DEPARTMENT OF CORRECTIONS

## Policy and Procedure #1.112

### Staff Travel

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<b>Authority:</b> Wyoming Statute(s): 9-3-102; 9-3-103; 25-1-104; 25-1-105  ACA Standard(s): 4-4066		<b>Effective Date:</b> March 15, 2015 <b>Revision/Review History:</b> 03/15/14 03/15/13 12/05/11
		<b>Summary of Revision/Review:</b> Updates existing policy pursuant to annual review.
<b>Cross Reference of Policy:</b> P&P #1.105, <i>Vehicle Fleet Planning, Assignment and Management</i>		<b>Supersedes Existing Policy :</b>
<b>Approved:</b>		
R.O. Lampert		3-6-15
Robert O. Lampert, Director		Date

## REFERENCE

### 1. ATTACHMENTS

- A. WDOC Form #112, *Travel Information and Approval*
- B. WDOC Form #112.1, *Direct Bill Authorization for Travel*
- C. *State of Wyoming One-Day Meal Reimbursement Form*

### 2. OTHER

- A. Wyoming State Auditor's Office, *Travel Reimbursement Instructions and Forms*
- B. State of Wyoming Executive Order 2013-1: *Private Vehicle Use Reimbursement*
- C. Governor's Memorandum on *Mileage Rate of Personal Vehicles*, dated December 16, 2014, or most recent revision
- D. Governor's Memorandum on *Adjustment in Federal Per Diem Rate*, dated October 2, 2014, or most recent revision
- E. State of Wyoming, *Vehicle Use Policies and Procedures*



## I. PURPOSE

- A. **Travel Authorization and Reimbursement.** The purpose of this policy and procedure is to establish uniform guidelines for employees of the Wyoming Department of Corrections (WDOC) for travel authorization, performance, and reimbursement.

## II. POLICY

- A. **General Policy.** It is the policy of the WDOC to provide a process to verify, authorize, track, and record travel for WDOC employees that ensures compliance with State and Department travel regulations while on Department business in or out of state.
1. This policy provides the method for employees to be reimbursed for all approved expenses incurred in the performance of their duties, specifically those related to travel. (ACA 4-4066)
  2. **Vehicle Use.** All employees of the WDOC will comply with the provisions of the State of Wyoming, *Vehicle Use Policies and Procedures* and with WDOC Policy and Procedure #1.105, *Vehicle Fleet Planning, Assignment and Management*, when utilizing a state or personal vehicle on agency related travel.
  3. Employees may not claim lodging/sales tax exemption when traveling on business for the State of Wyoming. If the employee is paying for the lodging and subsequently reimbursed by the State of Wyoming, the employee must pay applicable lodging/sales taxes. The taxes are reimbursable expenses to claim on the employees' Travel Reimbursement Request.
    - i. If lodging is directly billed to the WDOC the tax exemption may then be claimed as the State of Wyoming is paying the vendor directly.

## III. DEFINITIONS

- A. **Administrator:** The Director, the Deputy Director, the Division of Prisons Administrator, the Division of Field Services Administrator, the Division of Central Services Administrator and the Warden at each correctional facility.
- B. **Chief Executive Officer (CEO):** A CEO is identified, but not limited to, the following positions: Director, Deputy Director, division administrators,



deputy administrators, wardens, district supervisors, adult community corrections coordinator and adult community corrections directors.

#### IV. PROCEDURE

**A. Travel Approval/Authorization.** Any WDOC employee seeking to travel in-state or out-of-state must first obtain the approval of his/her immediate supervisor. Additionally, in the case of out-of-state travel, the employee's Chief Executive Officer (CEO) and the WDOC Director must pre-approve travel before it is authorized.

1. All travel that will result in reimbursement (*i.e.* meals, lodging, mileage and incidentals) shall be pre-approved in writing and signed as approved on WDOC Form #112, *Travel Information and Approval*.
2. WDOC Form #112, *Travel Information and Approval* may be used for tracking and pre-approval requirements of any travel per the CEO.
3. In extraordinary circumstances, an employee may travel before obtaining prior approval. However, such emergency travel must be followed-up in writing within two (2) working days following return from the site of travel. Signature approval shall be recorded on WDOC Form #112, *Travel Information and Approval* and denoted as emergency travel.
4. A complete itinerary and/or conference agenda shall be made part of each WDOC Form #112, *Travel Information and Approval*.
5. Should modification(s) to an approved travel schedule become necessary, the modification shall be reported to the immediate supervisor as soon as practical.
  - i. Out-of-state travel modifications received and approved by the supervisor and respective CEO shall be scanned and e-mailed to the appropriate Division Administrator for notation prior to commencement of the employee travel.
6. The completed WDOC Form #112, *Travel Information and Approval*, and all attachments shall be submitted to the appropriate fiscal staff member to be attached to the WDOC's voucher copy for future reference and filing.

**B. Agency Specific Travel Guidelines.** The following guidelines are set forth for WDOC employees.



1. **Standard (Preferred) Method of Reimbursement.** The standard method of reimbursement, as defined by Wyoming State Auditor's Office, *Travel Reimbursement Instructions and Forms*, for in-state and out-of-state travel for WDOC employees is designated as;

- i. **Lodging** – Actual Expense Method;

- a. Employees are expected to seek reasonable and customary lodging accommodations for their business travel.
    - b. Reasonable effort should be made to take advantage of government lodging rates available.
    - c. A note shall be made in the remarks section of the travel reimbursement request explaining exceptional lodging charges.
    - d. Receipt(s) must be provided and attached to the travel reimbursement claim supporting the lodging expense(s).

- ii. **Meals and Incidental Expenses** – M&IE Reimbursement Rate Method;

- a. Any exceptions must be pre-authorized in writing on the WDOC Form #112, *Travel Information and Approval* or the WDOC standard reimbursement shall apply.
      - (1) When actual expenditures for meals and incidental expenses exceed the amount authorized using the standard M&IE Reimbursement Rate Method, and the exception was pre-authorized by the CEO, the employee may request reimbursement for actual expenses by providing receipts for each of the expenses incurred.
      - (2) Meals shall be documented in accordance with the Wyoming State Auditor's Office, *Travel Reimbursement Instructions and Forms*.
    - b. Incidental expenses shall be limited to the following unless prior approval is given by the WDOC Director in writing.
      - (1) Gratuity reimbursement on meals shall be limited to not exceed twenty percent (20%) of the actual cost of the meal excluding alcoholic beverages.



- (2) Fees and tips for skycaps, bellhops, porters and hotel maids shall not be reimbursed under this section.

iii. **Mileage** – Use of a state vehicle is preferred in lieu of payment for mileage for in-state travel and for some out-of-state travel, such as when transporting inmates to and from out-of-state medical appointments or attending one or two-day training/conferences in nearby states.

a. The use of a personal vehicle or rental vehicle and subsequent reimbursement for mileage at the appropriate rate, in accordance with the Governor's Memorandum on *Mileage Rate of Personal Vehicles*, may be authorized by the employee's supervisor and CEO in advance of the travel when it is in the state's best interest to authorize it. Such authorization must be pre-authorized in writing on the WDOC Form #112, *Travel Information and Approval*.

- (1) Examples include, but are not limited to, when the number of state vehicles otherwise available to the work unit will be limited during the authorized travel period, when the employee is traveling with another person who is not authorized to ride in a state vehicle, or the use of a state vehicle during the travel period will result in the vehicle being unavailable for others for an extended period of time.

- (2) Use of a personal vehicle must also comply with the provisions contained in WDOC P&P #1.105 *Vehicle Fleet Planning, Assignment and Management*, paragraph IV, K.

b. The amount of mileage reimbursed will be based on the following:

- (1) The official State of Wyoming map mileage figures from city of departure to destination city shall be utilized for in-state travel.
- (2) Out-of-state travel mileage shall be calculated utilizing mileage software such as MapQuest starting at the employee's home city and ending at



the destination city by the most reasonable and direct route.

2. **Exceptions.** CEO's may authorize exception(s) to the WDOC standards of reimbursement for alternate methods as defined by Wyoming State Auditor's Office, *Travel Reimbursement Instructions and Forms*. Any exceptions must be pre-authorized in writing on the WDOC Form #112, *Travel Information and Approval* or the WDOC standard reimbursement shall apply.
  3. **Transportation Incidental Expenses.** Reimbursement may also be authorized for actual but necessary vehicle parking fees, car wash expenses, toll fees, taxi fares, and taxi driver tips. Receipt(s) must be provided and attached to the travel reimbursement claim supporting the incidental transportation expense.
    - i. Fees incurred due to employee error in the use of either a personal or state-owned vehicle, such as towing charges due to parking violations, locksmith fees related to locking keys inside vehicle, traffic fines, and tickets are not considered as transportation expenses, therefore not reimbursable.
  4. **One Day Meal Expenses.** A State of Wyoming, *One-Day Meal Reimbursement Form* shall be completed by the employee, with a WDOC Form #112, *Travel Information and Approval* attached pre-authorizing the travel, and submitted to the employees' respective Human Resource Office for processing with the monthly payroll. Reimbursement of this type must be included as a part of employees' gross taxable income in accordance with Internal Revenue Service regulations.
    - i. One-day meals reimbursements shall meet the guidelines as set forth in Attachment 9 of the *State Auditor's Office Travel Reimbursement Instructions and Forms*.
    - ii. Any reimbursable expenses claimed shall be supported by the original receipts or a sworn statement attesting to the expense in accordance with State Statute 9-3-102(a)(iii).
- D. Direct Billing of Travel Expenses to the Agency.** Requests for the direct billing of employee travel expenses must be authorized in advance by the employee's CEO and the Director.
1. Requests shall be submitted and approved in writing on WDOC Form #112.1, *Direct Bill Authorization for Travel*, prior to commencement of requested travel.



2. Direct bill authorization for travel shall not be utilized under normal travel circumstances.
3. Direct bill may be authorized in accordance with the provisions of this policy for:
  - a. Emergency event involving the temporary reassignment of employees to a location other than normal work station or transportation of offenders for medical care;
  - b. Consecutive or extended period of travel of seven (7) days or more;
  - c. New employees who have not yet received three or more month's salary or who have not established a personal credit card account to use pending reimbursement; or
  - d. Other considerations as authorized by the Director.
- E. The time WDOC employees spend in transit when traveling on official business in accordance with this policy, whether operating or as a passenger in a motor vehicle or any other means of public transportation, shall be considered hours worked.
- F. With the approval of the respective CEO, employees may be allowed to take a state-owned vehicle to their residence the night before official travel occurs. Approval shall be based upon the logistics of distance coupled with direction of travel and/or unusually early departure time.

**V. TRAINING POINTS**

- A. What steps must be taken for emergency travel approval?
- B. How are modifications to approved travel schedules handled?
- C. What is the WDOC standard travel reimbursement method?
- D. What steps must be taken for direct billing authorizations?